

# Crafton Hills College

## Academic Senate Agenda

Date: August 16<sup>th</sup>, 2017 (3:00pm-5:00pm)

Next Meeting: Sept 6th 2017

Time: 3:00 – 5:00p.m.

Location: LRC 226

The primary function of the Academic Senate is to make recommendations with respect to academic and professional matters. Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvement in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
10. Processes for institutional planning and budget development.
11. Other academic and professional matters as mutually agreed upon.

Consult Collegially means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

- Rely primarily upon the advice and judgment of the academic senate, OR

The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.

### Members – Roll Call by Sign in

<u>SINS(11) (-6)</u>	<u>Math, Eng, Art &amp; Instr. Suprt (9)</u>	<u>Career Ed &amp; Hmn Dvlpmnt(6)</u>	<u>Student Services(6)</u>
Denise Allen Jeff Cervantez Richard Hughes Julie McKee Jeff Schmidt*	Brandi Bailes Tom Bryant Catherine Hendrickson Mark McConnell Snezana Petrovic Patricia Menchaca Patty Quach Sherri Wilson Susana DeLaPena	Reynaldo Bell TL Brink Jim Holbrook Meridyth McLaren Thomas Serrano Gary Williams <u>Senators at Large(+6)</u> Jonathan Anderson Laurie Green	Debbie Bogh James Grabow Kashaunda Harris Robert McAtee Evan Sternard Violetta Vasquez  <u>Part-Time Reps</u>

### Guests:

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Crafton Hills College Academic Senate will record the votes of all members as follows: (1) Members recorded as absent are non-voting; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members votes are understood as a vote in the majority.

Items	Recommendation/Discussion/Future Business	Action
<b>Call Meeting To Order</b>	Meeting called to order at 3:07	
<b>Statements from the public</b>	Michelle Riggs spoke about the Emergency Textbook program. Students can get grants to cover the cost of their books if needed.	
<b>Administrative Report (5 min)</b>	Dr. Zhou spoke about the Ed Master Plan. And asked for us to focus on what we want to do and to get focused on a few things and prioritize. There are budget issues and we need to address these. The district will need to address these.  Dean Snowwhite thanked faculty for their work at the Answer Centers.  He also spoke about DUAL enrollment – There are a number of issues with DUAL enrollment and this is being addressed by both the Academic Senate and the Union. At the orientation meeting requests and demands were requested of faculty, but not negotiated. We need to make sure faculty prevue and the contract language is honored.	CAPS – add to future agenda

	<p><i>Course Caps and Fall Cuts</i>  Kathy reported that she is having some issues with getting accurate data about Fall 17 classes that were cut. Working with Keith and IT to get more accurate information. FTEs 1964-67. 130 below our Fall 2017 target. Hoping the late start classes and positive attendance will close some of the gap.  CAPS – Senate reminded the CHC VPI that course caps cannot be set higher than what was agreed upon. The VPI assured the senate that course caps were not increased without faculty approved. The VPI was reminded that an individual professor cannot agree to increase a section cap beyond the agreed upon max.</p> <p><i>Update on FT Faculty Hires &amp; replacements for Vacancies created when dean positions were filled</i>  No plan to replace the faculty positions at this point.</p>	
<b>CTA Report (2<sup>nd</sup> mtg) (5 min) McLaren</b>	Luncheon today.	
Classified Senate Report (1 <sup>st</sup> mtg)		
Student Senate Report (1 <sup>st</sup> mtg)		
Treasurer's Report (1st mtg)		
<b>Senate Business</b>		
AS President's Report	Attended and reported at the board meeting. Need to clean up hiring reporting. Approving part time faculty into incorrect or nonexistent disciplines. The current list is based on payroll needs. Suggestion to add a column. Need to get this resolved by January when the new system (ADP) comes online.	Agendize?
Approval of Senators	FT At Large: Mariana Moreno Discussion: need to prioritize important committees. Need to have senators present at the table. PT Rep(s): AS President will send an email asking for PT to forward their name if they are interested in serving.	Motion: to approve Mariana Moreno (Holbrook, Allen, MSC)
Approval of 5.17.17 Voting Record	Motion: to approve 5.17.17 voting record (Moreno, Brink, MSC)	
Bylaws	<p>Review and Approve revisions – suggestions were reviewed. New document with changes was reviewed.</p> <p>? about electing part timers from divisions. How do we want to do this? Recommendation to follow a procedure similar to full time faculty. We have more than 4 part timers requesting to be on senate.</p> <p>Discussion: have two senators who have been participating. Should they be given priority?</p> <p>Absences – leave at 5 total or 3 consecutive.  Recommendation: to include a statement about how often we review the bylaws – perhaps half each year.</p>	<p>Motion: invite interested candidates to campaign for open positions and be voted on by current senators (Brink, Wilson, MSC, 3 nay – Holbrook, Rey, Cervantes)  Request to add Vonnie Bastedo and James Johnson to the next agenda to be considered for 2 of</p>

		the part time positions. Motion: to approve these revisions as presented (Brink, Cervantes, 1 Nay Wilson, 4 abstentions; Holbrook, Vasquez, Green, Grabow, MSC)
2017-2018 AS Committees	<p>Review 2017-2018 Membership and Charges Non credit committee has been formed. Need to determine committee membership and meeting. Faculty can still request to be on the committee since it wasn't on the request sheets. Email Mark and let him know.</p> <p>Recommendations for charges were presented. Need to be following the 72 hour rule when posting agendas and minutes.</p> <p>Add statement about submitting agendas and minutes to the first page rather than on each committee's charges.</p> <p>Convene a formative group to develop and recommended a noncredit committee charge, membership, meeting days and time</p>	Motion: to approve and forward to chairs (Allen, De La Pena, MSC, 1 abstnetion, Green)
10+1 issues	<p>Clarify 17-18 agenda items (for future business) Not all disciplines should create a 2 year plan. Doesn't work for everyone. The best planning documents for students are not the same for all departments.</p> <p>Who should address the issue of comprehensive scheduling?</p>	
<p><b>AS Committee Reports (NONE)</b> 1st meeting of the month (5 min): A. District Assembly (Jim) B. Chairs (Mark) C. Honors Steering (Gary) D. Noncredit (Denise) 2nd meeting of the month: (5 min) E. Curriculum (Kim S.) F. Basic Skills (Patricia) G. Educational Policy (Rich) H. Educational Technology (Denise) Other Reports SSEEM (1st meeting) EPI (Robert)</p>	<p>BP/AP 17-18 List (posted at bottom of agenda - J. Gilbert will forward review timeline</p>	
<b>Old Business</b>		
DUAL Enrollment	What is being offered this fall in Redlands (and where) and what is being offered in Yucaipa? And which faculty members have been engaged in the decision about the courses to be offered?	

	<p>Also would like to see pass rates.</p> <p>Dual Enrollment Committee(s) needs to be formalized. Need to clarify/recap membership.</p> <p>Requested an update from the CHC president at the next AS meeting on the status of the DUAL enrollment courses at the high schools.</p>	
<b>New Business</b>		
<b>Other Business</b>		
<p>Announcements – Starting Monday, August 28<sup>th</sup> – visit public safety 102B 2-6 pm any Monday.</p> <p>Introduce – Tom Serrano Respiratory</p> <p>Matt Adams will have an eclipse viewing station Monday – 9:30-11:30 am</p> <p>Auditions Orientation – Monday, August 28<sup>th</sup> – 5 shows to be cast</p> <p>CTE Liaison – work groups are coming up in September</p> <p>This is a faculty committee, need to make sure our bodies are present at the table and our voices are heard.</p> <p>Adjourned at 4:59 pm.</p>		
<b>Future Business</b>		
Future Agenda Items	<p>Approval of 8.10.17 &amp; 8.17.17 minutes and voting record (Sept)</p> <p>Discussion about and prioritization of committees</p> <p>Committee Membership &amp; committees (9.6.17)</p> <p>Program Viability (summer revise)</p> <p>Definition of a Program</p> <p>MCHS (Sept 6)</p> <p>Full time Faculty Prioritization (fall)</p> <p>Common Assessment Initiative (fall)</p> <p>Multiple Measures Project Update (fall)</p> <p>PPR Process</p> <p>STEM Program Resolution</p> <p>ESL Viability Plan (Gary &amp; Gwen)</p> <p>Puente Proposal (Susana)</p> <p>CAP (Calif Acceleration Project)</p> <p>Registration and Web Advisor</p> <p>EPI (update in Sept 17)</p> <p>International Baccalaureate (Debbie B)</p>	
Adjourn		
<b>BPs</b>		
<b>APs</b>		
<p>4101-Independent Study</p> <p>4102-Career and Technical Programs</p> <p>4103-Work Experience</p> <p>4110-Independent Study</p> <p>4240-Academic Renewal</p> <p>5020-Nonresident Tuition</p> <p>5040-Student Records, Directory Information, and Privacy</p> <p>5050-Student Success and Support Program</p> <p>5075-Course Adds, Drops, and Withdrawals</p> <p>5150-Extended Opportunity Programs and Services</p>	<p>4101-Independent Study</p> <p>4102-Career and Technical Programs</p> <p>4103-Work Experience</p> <p>4110-Independent Study</p> <p>4227-Repeatable Courses</p> <p>4228-Course Repetition – Significant Lapse of Time</p> <p>4229-Course Repetition – Variable Units</p> <p>4240-Academic Renewal</p> <p>5020-Nonresident Tuition</p> <p>5040-Student Records, Directory Information, and Privacy</p> <p>5045-Student Records - Challenging Content and Access Log</p> <p>5050-Student Success and Support Program</p> <p>5075-Course Adds, Drops, and Withdrawals</p> <p>5150-Extended Opportunity Programs and Services</p>	

